CITY OF STILWELL

CITY COUNCIL REVISED MINUTES

Regular meeting – Monday March 2, 2020

Stilwell Community Building – 6th & Poplar

5:00 P.M.

City of Stilwell Mission Statement:

“The City of Stilwell is committed to providing an attractive, sustainable and secure environment for the enjoyment of residents and visitors. Fulfilling this commitment requires an open approach to business, a cooperative atmosphere in government, and a concern for the health and safety of all our citizens. Our constant goal is realistic innovation coupled with intelligent planning and quality action resulting in a positive and progressive city both now and in the future.”

REGULAR MEETING

Call to Order

Flag Salute

Invocation

Roll Call Time: 5:02 p.m.: Coye Nettles – Present, Debbie Johnson – Present, Joe Adair – Present, Jim Spray – Present, Lane Kindle – Present, Jeff Jones City Attorney – Present, Larry Nettles City Clerk – Present

Guests: Shawn Noel, Cheryl Spencer, Larry Eagleton, Chad Smith, Dale Dandridge, Willis Hothouse, Mike Green, Shelldon Miggletto, Mikah Walters, Phil Van Dyke, Crystal Chuculate, Zane Tarver, Juanita Miggletto, David Bruner,

Mayor’s Comments

It has been a very busy month. We are having several people out with illness.

FYI

1. We have received approval to begin on the Chestnut Street Project with our REAP 2020 funding.

Consent Agenda

1. Approval of minutes of Regular Meeting February 3, 2020.
2. Approval of blanket purchase orders in the sum of $59,750.00
3. Approval of payment of claims for:
   1. $191,166.68 from Fund 10 – General Fund
   2. $6,893.29 from fund 17 – Stilwell Improvement Fund
   3. $5,724.30 from Fund 20 – Capital Improvement Fund
   4. $2,583.44 from Fund 30 – Street and Alley
4. Approval of February, 2020, payroll in the sum of $205,965.13.

Motion to approve: Jim Second: Debbie

Coye – Yes, Debbie – Yes, Joe – Yes, Jim – Yes, Lane - Yes

Motion Carried

Departmental Reports

Police – 60 tickets, Receipts = $12,666.00, Current amount due $293,323.74.

Animal Control – very active with several dogs and a number of dead animals.

Fire – two house fires and several wrecks. One truck is down for repair.

Streets/Sanitation – replacing street sign posts with breakaways, finishing ditch on North 2nd in front of Dollar General, getting mowing equipment ready, lots of extra trash.

Parks – sprayed for weeds, ready for dirt work, spring High School sports have started.

Code Enforcement – 24 open cases, 26 pending, 9 scheduled for hearings. Cooperative owners have resulted in removal of 10 structures and 11 more are scheduled for removal.

Utility – waste treatment plant construction is ongoing.

Old Business\*

1. Discussion with possible decision to adopt Ordinance 399: An Ordinance Providing for the Removal of Abandoned and Inoperative Vehicles Inside the City Limits of the City of Stilwell, and Repealing All Ordinances and Parts of Ordinances in Conflict Herewith.

Motion to APPROVE WITH ADDENDUM THAT NOTIFICATION BE GIVEN TO VIOLATORS AND ENFORCEMENT TO BEGIN IN 90 DAYS (JUNE 1, 2020): Coye Second: Debbie

Coye – Yes, Debbie – Yes, Joe – Yes, Jim – Yes, Lane - Yes

MOTION CARRIED

1. Discussion with possible decision to adopt, for the immediate preservation of the public peace, health and safety, an emergency clause by reason whereof the provisions of “Ordinance 399” adopted above shall become effective immediately upon passage and approval, all as required by Law.

Motion to APPROVE: Jim Second: Debbie

Coye – Yes, Debbie – Yes, Joe – Yes, Jim – Yes, Lane - Yes

MOTION CARRIED

1. Discussion with possible decision to approve contract with Shelldon Miggletto to write grants as per the attached agreement.

Motion to APPROVE: Lane Second: Joe

Coye – Yes, Debbie – Yes, Joe – Yes, Jim – Yes, Lane - Yes

MOTION CARRIED

1. Discussion with possible decision to approve Ordinance 400: An Ordinance Allowing Wine and Beer Events in The City of Stilwell Under Certain Rules and Regulations in Concert with The Laws of Oklahoma.

Motion to DENY: Jim Second: Lane

Coye – Yes, Debbie – Yes, Joe – Yes, Jim – Yes, Lane - Yes

MOTION CARRIED

1. Discussion with possible decision to adopt, for the immediate preservation of the public peace, health and safety, an emergency clause by reason whereof the provisions of “Ordinance 400” adopted above shall become effective immediately upon passage and approval, all as required by Law.

NO ACTION

Regular Agenda

1. Discussion with possible decision to approve purchase of ADP Payroll Software for the city at a first year cost of $8,876.30 from General Fund Account 10-04-630100 requiring a budget increase of an equal amount to the above named account.

Motion to TABLE: Lane Second: Debbie

Coye – Yes, Debbie – Yes, Joe – Yes, Jim – Yes, Lane - Yes

MOTION TABLED

1. Discussion with possible decision to approve financial audit for FY 2018-19.

Motion to APPROVE: Jim Second: Debbie

Coye – Yes, Debbie – Yes, Joe – Yes, Jim – Yes, Lane - Yes

MOTION CARRIED

1. Discussion with possible decision to allow Mike Jackson to set up a Flea Market for 12 weeks.

NO ACTION

1. Discussion and possible approval to advertise for a seasonal part-time worker for Carson Park at a salary of $8.50 per hour.

Motion to APPROVE: Jim Second: Lane

Coye – Yes, Debbie – Yes, Joe – Yes, Jim – Yes, Lane - Yes

MOTION CARRIED

1. Discussion with possible decision for all utilities for the Edna M. Carson Park Indoor Facility to be paid by Stilwell Public Schools beginning with the utility billing due in April, 2020.

Motion to APPROVE: Lane Second: Coye

Coye – Yes, Debbie – Yes, Joe – Yes, Jim – Yes, Lane - Yes

MOTION CARRIED

1. Discussion with possible decision to accept Addendum to SADA/Utility Lease.

NO ACTION

1. Discussion with possible decision to accept a supplemental lease payment of $25,000 from SADA/Utility Department and, upon receipt, issue payment $25,000 to the Kiwanis Club for reimbursement of expenses related to erecting Fletcher Park on the South-east corner of West Division and Second Streets.

NO ACTION

1. Discussion with possible decision to accept bid by B & B Backhoe & Dozer of $48,500 for demolition of previously condemned property at Northeast Corner of Second and West Division Streets and at 109-113 West Division Street to be paid from Capital Improvement Account 20-15-645301 requiring a budget increase of an equal amount to the above named account.

Motion to ACCEPT: Debbie Second: Lane

Coye – Yes, Debbie – Yes, Joe – Yes, Jim – Yes, Lane - Yes

MOTION CARRIED

1. Discussion with possible decision to approve purchase of 71” Bobcat Mower from Stilwell Hardware for $11,848.00 from Capital Improvement Account #20-16-645300 requiring a budget increase of $5,000 to the above named account.

Motion to APPROVE: Lane Second: Jim

Coye – Yes, Debbie – Yes, Joe – Yes, Jim – Yes, Lane - Yes

MOTION CARRIED

1. Discussion with possible decision to approve purchase of new police car from Dunn Motor Company in Stigler in the amount of $32,854 to be paid from Capital Improvement Fund 20-09-645300 requiring a budget increase of $3,500 to the above named account.

Motion to APPROVE: Jim Second: Coye

Coye – Yes, Debbie – Yes, Joe – Yes, Jim – Yes, Lane - Yes

MOTION CARRIED

1. Discussion with possible decision to approve purchase and installation of up-fit vehicle equipment and decals for new police car in the amount not more than $3,500.00 to be paid from an equal increase in Capital Improvement Fund 20-09-645300.

Motion to APPROVE: Jim Second: Joe

Coye – Yes, Debbie – Yes, Joe – Yes, Jim – Yes, Lane - Yes

MOTION CARRIED

1. Discussion with possible decision to approve purchase of Halo Body-Cam package for the Police Department for $12,500 from Capital Improvement Account #20-09-645300 requiring a budget increase of an equal amount to the above named account.

Motion to TABLE: Jim Second: Debbie

Coye – Yes, Debbie – Yes, Joe – Yes, Jim – Yes, Lane - Yes

MOTION TABLED

1. Discussion with possible decision to approve purchase of a Bandpak Vehicle Lift for the Street Department for $5,575 from Capital Improvement Account #20-12-645300.

Motion to APPROVE: Jim Second: Joe

Coye – Yes, Debbie – Yes, Joe – Yes, Jim – Yes, Lane - Yes

MOTION CARRIED

1. Discussion with possible decision to approve purchase of 10 sets of fire gear from AFD Fire and Rescue for $30,000 from General Fund Account #10-06-621000.

Motion to APPROVE: Jim Second: Joe

Coye – Yes, Debbie – Yes, Joe – Yes, Jim – Yes, Lane - Yes

MOTION CARRIED

1. Discussion with possible decision to approve purchase of compressor system for filling breathing tanks for firefighters from AFD Fire and Rescue with city portion of that cost to be less than $12,000 from Capital Improvement Account #20-06-645300.

Motion to APPROVE: Coye Second: Jim

Coye – Yes, Debbie – Yes, Joe – Yes, Jim – Yes, Lane - Yes

MOTION CARRIED

1. Discussion and possible decision to nominate a Stilwell City Official as a candidate for the OMAG Board of Trustees.

NO ACTION

1. Discussion with possible decision to approve Resolution 01-06-2020: A Resolution Agreeing to enter into a Right-of-Way, Public Utility and Encroachment Agreement between the City of Stilwell and the Oklahoma Department of Transportation in connection with Project No. J3-0570(004) PM.

NO ACTION

1. Discussion and possible approval for building of new shooting range by the Street Department for the Police Department in the area north of the old Adair Park with controlled access for both old (closed) and new ranges and establishing a $25 fine for access violations and a $200 fine for shooting violations.

Motion to TABLE: Lane Second: Debbie

Coye – Yes, Debbie – Yes, Joe – Yes, Jim – Yes, Lane - Yes

MOTION TABLED

1. Discussion and possible approval to declare the following as surplus and open for sale by sealed bid, with a required minimum bid of $3000 (or different amount if Council wishes), as described below:

*Legal Description: 303 East Locust*

*Lot 7- Block 21 Fairview (City of Stilwell)*

*(0120-00-021-007-0-000-0 Parcel)*

Bid opening to be held at in the Mayor’s Office City Hall at 9:00 a.m. on Monday, March 23, 2020.

Motion to TABLE: Joe Second: Jim

Coye – Yes, Debbie – Yes, Joe – Yes, Jim – Yes, Lane - Yes

MOTION TABLED

1. Discussion and possible approval of Library budget adjustment of $3000 to be added to Account 20-07-645601.

Motion to APPROVE: Jim Second: Coye

Coye – Yes, Debbie – Yes, Joe – Yes, Jim – Yes, Lane - Yes

MOTION CARRIED

1. Discussion and possible approval of 3rd Annual Youth Gathering Awakening 2020 on August 15th from 6 p.m. to 10 p.m. with blocking of the streets around the courthouse for safety reasons.

Motion to APPROVE: Debbie Second: Jim

Coye – Yes, Debbie – Yes, Joe – Yes, Jim – Yes, Lane - Yes

MOTION CARRIED

1. Discussion and possible approval the following change to the Personnel Policy Handbook:

Article Seven – Compensation Plan

B. Salary

7. Those who are leaving city employment for whatever reason will receive their last check “*for any vacation time and/or compensatory time”* only after they have returned all city property (uniforms, equipment, etc.).

NO ACTION

1. Discussion and possible approval of the following change to the Personnel Policy Handbook:

Article Seven – Compensation Plan

D. Compensatory Time

3. General Conditions

b. The maximum allowable Comp Time which may be accrued is eighty (80) hours “*unless otherwise established by contract with the City*”

Motion to APPROVE: Coye Second: Debbie

Coye – Yes, Debbie – Yes, Joe – Yes, Jim – Yes, Lane - Yes

MOTION CARRIED

1. Discussion and possible approval of the following addition to the Personnel Policy Handbook:

Article Seven – Compensation Plan

*K. Longevity Pay*

*The City will pay for longevity within the system as follows:*

*Years of Amount of Years of Amount of*

*Continuous Longevity Continuous Longevity*

*Service Pay Service Pay*

*1 – 4 $ 0.00 15 $1500.00*

*5 $ 500.00 16 $1600.00*

*6 $ 600.00 17 $1700.00*

*7 $ 700.00 18 $1800.00*

*8 $ 800.00 19 $1900.00*

*9 $ 900.00 20 $2000.00*

*10 $1000.00 21 $2100.00*

*11 $1100.00 22 $2200.00*

*12 $1200.00 23 $2300.00*

*13 $1300.00 24 $2400.00*

*14 $1400.00 25 $2500.00*

*Pay will be awarded in the pay period immediately before the employee’s anniversary date of employment.*

NO ACTION

1. Discussion and possible approval of the following addition to the Personnel Policy Handbook:

Article Eight – Absences

A. Authorized Holidays:

2. (b) *Martin Luther King, Jr. Day*

Motion to APPROVE: Joe Second: Lane

Coye – Yes, Debbie – Yes, Joe – Yes, Jim – Yes, Lane - Yes

MOTION CARRIED

Possible Executive Session for discussion of Items 26 through 31 as per Title 25 O.S. 307(B)(1)(2)(3)(4).

Motion to ENTER EXECUTIVE SESSION at 7:03 p.m.: Lane

Second: Debbie

Coye – Yes, Debbie – Yes, Joe – Yes, Jim – Yes, Lane - Yes

MOTION CARRIED

Possible Return from Executive Session as per Title 25 O.S. 307(B)(1).

Motion to RETURN FROM EXECUTIVE SESSION at 7:38 p.m.: Jim

Second: Lane

Coye – Yes, Debbie – Yes, Joe – Yes, Jim – Yes, Lane - Yes

MOTION CARRIED

Public Statement of Executive Session Minutes by City Clerk.

*Items 26 through 31* *were discussed in Executive Session. No other items were discussed and no action was taken.*

1. Discussion and possible decision to award a raise of $1.00 per hour to Police Department employee Karen Smith to take effect at the beginning of the next payroll period.

Motion for NO ACTION: Jim Second: Lane

Coye – Yes, Debbie – Yes, Joe – Yes, Jim – Yes, Lane - Yes

MOTION CARRIED

1. Discussion and possible decision to award a raise of $1.00 per hour to Police Department employee Noah Teehee to take effect at the beginning of the next payroll period.

Motion to APPROVE: Jim No Second

NO ACTION

1. Discussion and possible decision to award a raise of $1.00 per hour to Police Department employee Katie Chuculate to take effect at the beginning of the next payroll period.

Motion to APPROVE: Jim No Second

NO ACTION

1. Discussion and possible decision to award a raise of $1.00 per hour to Police Department employee Tiffanie Martin to take effect at the beginning of the next payroll period.

Motion to APPROVE: Jim No Second

NO ACTION

1. Discussion and possible decision to award a raise of $1.00 per hour to Municipal Court employee Sheila Chronister to take effect at the beginning of the next payroll period.

NO ACTION

1. Discussion with City Attorney concerning possible pending claims and/or arbitration.

Discussion Only

Public Comments (5-minute limit – Please sign in prior to start of meeting)

New Business: Consideration, discussion and possible approval regarding any matter not known about or which could have not reasonably been foreseen prior to the time of posting (Title 25, O.S. Sec. 311.)

Adjournment

Motion to ADJOURN: Joe Second: Lane

Coye – Yes, Debbie – Yes, Joe – Yes, Jim – Yes, Lane – Yes

MEETING ADJOURNED at 7:48 p.m.

ATTEST:

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Jean Ann Wright, Mayor Larry A, Nettles, City Clerk-Treasurer

\*(Any tabled business, presentations or committee reports previously requested or required)

Posted: Friday, February 28, 2020 at 2:30 p.m.

Stilwell Community Building, 6th & Poplar

Stilwell City Hall, 503 W. Division

www.cityofstilwell.com